

VACANCY NOTICE

#2004-82

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Fiscal Management Officer</u>	CLASSIFICATION CODE: <u>02645200</u>
	SALARY RANGE: <u>B26, \$41344-47807</u>	REFERENCE POSITION NO.: <u>2420-10000-288</u>
	Department or Agency Name <u>Administration</u>	APPLICATION PERIOD: <u>8/23/04 - 8/30/04</u>
	<i>Division/Section/Unit</i> <u>Accounts and Control</u>	
	Assignment(s) / Comments _____	
	Shift and Days: <u>1st (Monday - Friday)</u>	Job Location: <u>One Capitol Hill, Providence, RI 02908</u>
	Restrictions/Limitations: <u>LTPS 1/8/05</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____	
	Name of Bargaining Unit Union: <u>Council 94 - Local 2448</u>	
	There is* _____ is not __X__ a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** <i>In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</i>	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	(Please see attached)	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting, business administration or public administration and Experience: Such as may have been gained through: employment in a responsible capacity involving fiscal or business management in the private sector or with a state or governmental agency. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Steven Blazer Department of Administration Division of Accounts & Control One Capitol Hill Providence, RI 02908	Telephone #: <u>222-6408</u> Fax #: <u>222-6437</u> TTY/TDD #: <u>7-1-1</u> (Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

The Fiscal Management Officer's position is responsible for a variety of complex and critical functions which, due to our reduced number of staff, cannot be absorbed by other staff members.

Some of the responsibilities of this position include the following:

- **RISAIL Fund Transfers and Journal Entries** – This position is one of several that pre-audit and approve RISAIL documents submitted to the Office of Accounts and Control by other state agencies. It is also responsible for creating certain RISAIL documents that recur periodically as part of our monthly and annual fiscal closing procedures.
- **Monthly posting of investment purchases, maturities, and earnings** – This position reviews the raw data submitted monthly by the State Treasurer relating to the investment activities transacted by the State and readies it for posting to the web-based reports and the State's general ledger.
- **Reconciliation of the State's liability accounts** – This position is responsible for reconciling the State's liability account balances with underlying transactions. It will also assist the section supervisor in his plans to restructure the State's liability accounts to afford greater efficiency and clarity.
- **Reconciliation of the State's new health insurance special fund** – This position will be responsible for reviewing on at least a monthly basis all transactions that post to the State's new health insurance special fund and making adjustments as necessary.
- **Monthly State-Wide Revenue Report** – This position is responsible for generating and reconciling the state-wide revenue report on the first business day of each month.
- **Blue Cross Retrospective Settlements** – This position is responsible for working with the IT staff in allocating periodic Blue Cross retrospective charges or credits to the appropriate RISAIL accounts.
- **Vendor Check Changes** – This position is responsible for handling and routing erroneous vendor checks according to established procedures.
- **Bond Issuance Accounting** – This position is responsible for entering into the State's accounting system all principal and interest payment data pertaining to new, refunding, and refunded bond issues. It also reconciles the results with records maintained independently by the State Budget Office.
- **Biweekly Employee Payrolls and Monthly Pension Payrolls** – This position serves as a backup to the principal accounting policy and methods analyst for the preparation and reconciliation of all accounting documents pertaining to State employee and retiree payrolls.
- **Follow up of status of unposted transactions** – This position follows up with State agencies as to the status of accounting transactions in the RISAIL system that have not posted within a reasonable time after their creation and takes appropriate action regarding them.